

APPLICATION FOR EMPLOYMENT Administrative Assistant

You may obtain an application form from www.azerweb.com, request one via email at AzJobs@az.peacecorps.gov, or obtain one at the Peace Corps office at 2c Hasan Aliyev Street, Baku, Azerbaijan. Qualified persons should submit completed applications to the Peace Corps office in person, via email: AzJobs@az.peacecorps.gov

Applicants must submit the following in order to be considered:

- (1) Completed application form
- (2) CV or Resume, and
- (3) A detailed cover letter including a written description of how you meet the position's qualifications.

Application deadline is Wednesday, July 23rd 2014 at 6:00 pm.

1. Personal information

Applicant Name, Surname	
Address	
Telephone number(s)	
Date of Birth	
Place of Birth (city, country)	

2. EDUCATION (list colleges and university attended beginning with the most recent)

Name of University	Degree/Diploma	Faculty / Subject	Month/Year Awarded

3. WORK EXPERIENCE Describe your current or most recent jobs in sections A, B, and C

A: Employment History (list most recent job first)

EMPLOYER		
Company/Organization Location (city/region)		
Your Position / Title		
NAME/SURNAME of Direct Supervisor		
Title of Direct Supervisor		
Email and/or phone # of supervisor		
DATES EMPLOYED	Month/year: _____ to _____	Month/year: _____ / _____
REASON FOR LEAVING		
DESCRIPTION OF WORK (Describe your specific duties and responsibilities)		
May we contact your current/recent supervisor? Yes _____ No _____		

B: Employment History

EMPLOYER		
Company/Organization Location (city/region)		
Your Position / Title		
NAME/SURNAME of Direct Supervisor		
Title of Direct Supervisor		
Email and/or phone # of supervisor		
DATES EMPLOYED	Month/year: _____ to _____	Month/year: _____ / _____
REASON FOR LEAVING		
DESCRIPTION OF WORK (Describe your specific duties and responsibilities)		
May we contact your current/recent supervisor? Yes _____ No _____		

C: Employment History

EMPLOYER	
Company/Organization Location (city/region)	
Your Position / Title	
NAME/SURNAME of Direct Supervisor	
Title of Direct Supervisor	
Email and/or phone # of supervisor	
DATES EMPLOYED	Month/year: _____ to _____ Month/year: _____ / _____
REASON FOR LEAVING	
DESCRIPTION OF WORK (Describe your specific duties and responsibilities)	
May we contact your current/recent supervisor?	Yes _____ No _____

4. WHEN CAN YOU START WORK?

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5. What languages do you SPEAK, READ, and WRITE? (If "YES" list each language and place an "X" in each column that applies to you).

LANGUAGE(S)	SPEAKING level	READING level	WRITING level	Ability to translate
Azerbaijani				
Russian				
English				

SPECIAL SKILLS, AWARDS, TRAININGS ATTENDED

6. List special qualifications, accomplishments or trainings that may strengthen your application. Examples are trainings in conflict management or international development topics, skills with computers or other machines; important publications (do not submit copies); etc. Give the title and year of honors/awards as well as year (including duration), subject and location of trainings.

REFERENCES

7. List two people who are not related to you and do not supervise you, who know your qualifications for the job for which you are applying.

FULL NAME OF REFERENCE	TELEPHONE NUMBER (S)	PRESENT BUSINESS OR HOME ADDRESS

YOU MUST SIGN THIS APPLICATION. READ THE FOLLOWING CAREFULLY BEFORE YOU SIGN

- ☐ A false statement on any part of your application may be grounds for not hiring you, or for firing you after you begin work.
- ☐ I understand that any information I give may be investigated as allowed by law or Presidential Order.
- ☐ I certify that, to the best of my knowledge and belief, all my statements are true, correct, complete, and made in good faith.

11. SIGNATURE _____ 12. DATE (Month/Day/Year) ____/____/____